

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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**James D. Montgomery**  
**Merit Board Vice Chair**  
**Lewis T. (Tom) Morelock**  
**Executive Director**

TO: Designated Employer Representatives/Human Resources Directors  
Classification Personnel  
Testing Personnel

FROM: Jeff Brownfield  
Manager, Operations Division

SUBJECT: Final Status Notice for the Program/Student Advisor

DATE: August 21, 2013

The State Universities Civil Service System continues to routinely revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. The following modifications are therefore incorporated into the State Universities Civil Service System classification plan.

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Work Area</u>	<u>Effective Date</u>
0055  Program Adviser	REVISE/CIT	0055  Program/Student Advisor	N/A	01/ Professional	1	078/ Student Activity & Program Services	09/15/13

Change-In-Title Policy requirements reflect revised procedures issued 11/14/07. Change-In-Title actions listed above are recommended with positions assigned to the appropriate new/revised classification based on a thorough review of job duties and responsibilities.

## Voiding/Deleting Registers

The registers for the Program Adviser classification should be voided at the close of business on Friday, September 13, 2013. All testing materials related to this title should be destroyed.

## Class Specification and Examination Components/Instruments

The new class specifications and examining instruments for the Program/Student Advisor classification (Credentials Assessment) will be effective (available via E-Test) September 15, 2013. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at [www.sucss.illinois.gov](http://www.sucss.illinois.gov).

#### Examination Availability

The new examining instruments for the Program/Student Advisor will be available through E-Test on August 23, 2013 and will be designated with class title and effective date of examination. Each Employer will be able to access and utilize the new examining instrument (Credentials Assessment) in order to begin the first step in the reconstruction of the employment registers for this important occupational area. ***Please note that any register, based on the new/revised examination instrument, may only be used beginning September 16, 2013.***

#### Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

#### Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Jeff Brownfield at (217) 278-3150 Ext. 236 or at [jeffb@sucss.illinois.gov](mailto:jeffb@sucss.illinois.gov).